



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB POSTING

**Opening Date: 11/23/2016      Closing Date: 12/07/2016**

**Position Title:**      Bus Driver

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**Department:**      Study Center

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**Work Schedule:**      Varies

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**Wage Rate:**      Pay Range: \$14.47-\$18.52/HR/ Overtime Eligible

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If you are interested in this position, please submit the following:

- Completed Application
- California Class B License with endorsements for passenger and air brakes
- School Bus Driver's Certificate issued from California DMV
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

### Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB DESCRIPTION

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**TITLE:** Bus Driver

**WORKSITE:** Tule River Indian Study Center  
568 W. Olive Ave.  
Porterville, CA 93257

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### SUMMARY POSITION DESCRIPTION

Under the supervision of the Transportation Supervisor, operate the Tule River Tribal Council school bus to transport students on designated routes and time schedules, and perform related activities.

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### DUTIES & RESPONSIBILITIES:

1. Drive a school bus or other transportation vehicle on an assigned route and time schedule, and/or on special trips in conformity with Tule River Tribal Council policies and rules and regulations stipulated by the California Highway Patrol and State Department of Education.
2. Transport students to and from school.
3. Transport students, teachers, and chaperones on field trips.
4. Wash, sweep, clean, and refuel buses and/or other automotive transportation equipment maintaining them in a clean orderly condition.
5. Inspect the bus or other transportation vehicles, as required, for mechanical conditions affecting safety of operation and report defects or malfunctions.
6. Complete required reports.
7. Adhere to policies and procedures regarding student behavior management and public contact concerning transportation problems and concerns.
8. Maintain student order on bus and report discipline problems to the proper authorities.
9. May transport children with special learning needs.
10. Render first aid when necessary.
11. Stop traffic and escort children across streets, when necessary.
12. Attend in-service training classes and safety meetings.
13. Perform other related duties as assigned.

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## QUALIFICATIONS:

1. High School diploma or GED, preferred.
2. Must possess a valid California Class A or B CDL Drivers license with School Bus endorsements (S), Passenger Endorsements (P), and be insurable through the Tribe.
3. DMV No. DL51 (State of California) or MEC DL 694 (federal) medical certification.
4. Must possess First Aid and CPR certificate, or obtain within 90-days of hire.
5. Must successfully clear a TB skin test.
6. Must successfully complete background investigation and pre-employment drug/alcohol screen.
7. Must be able to work with and transport youth.
8. Must be professional, polite, and respectful towards all guests.
9. Excellent interpersonal skills with demonstrated patience, tact and respect.
10. Must be dependable and able to work flexible hours based on the departments needs.
11. If previously employed within the Tule River Indian Tribe of California entities, you must have acceptable work history.

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## KNOWLEDGE SKILLS & ABILITIES:

1. Knowledge of the laws and regulations applicable to the operation of vehicles.
2. Knowledge of safe driving principles and procedures.
3. Knowledge of first aid procedures and administration.
4. Knowledge of basic record keeping techniques.
5. Ability to read and comprehend documents pertaining to Tribal policy & procedures, rules & regulations and operating instructions.
6. Ability to take and follow directions.
7. Ability to attend job related training.
8. Ability to work weekends and Holidays (when needed).
9. Ability to work shifts that may exceed 8 hours (when needed).
10. Ability to write reports.
11. Experience in driving in mountainous terrain; inclement weather, including rain or snow, preferred.

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## PHYSICAL REQUIREMENTS:

Position requires prolonged sitting for long periods as well as stooping, squatting, lifting, carrying, pushing and climbing in the performance of daily activities. Able to work a flexible schedule. Must be able to travel, enter, and exit a vehicle without assistance and withstand exposure to adverse weather conditions. Requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination movement. Must be able to lift, push, pull or carry objects, use abdominal and lower back muscles to provide support over time without fatigue. Acute hearing is required. Regularly works in outside conditions that include inclement weather; cold, rain, snow, heat, and humidity. Frequently must be able to lift up to 20 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. Noise level is generally moderate. This job will require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with

operating a vehicle or equipment. Adequate sight or corrected vision for the purpose of reading written materials and operating vehicles (Examples: laws, rules, policies, maps, schedules, forms; traffic conditions, stopped vehicles, traffic signals, inspection of vehicle and monitoring of passengers). Clearly write to complete required forms and reports. Hear and speak at normal levels to communicate with others (Examples: listen to traffic sounds, emergency vehicles, detect mechanical problems, listen and respond to passenger inquiries, monitor and communicate 2-way radio).

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**This position reports to:** Transportation Supervisor

**Supervises:** None

**Salary Range:** Pay Range 25: \$14.47-\$18.52/ HR  
Paid Bi-Weekly/ Overtime Eligible

**Hours:** Varies; split hours; some weekends/holidays

**Benefits:** Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K).

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PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN APPLICANTS IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERANS PREFERANCE